

California Energy Commission



CLASSIFICATION: Energy Analyst

TENURE: Permanent

TIME BASE: Full Time

SALARY: Energy Analyst – Range A: \$2,817 – \$3,449
Range B: \$3,050 – \$3,768
Range C: \$3,658 – \$4,532

LOCATION: Efficiency Division
Appliances and Existing Buildings Office, Sacramento, CA

FINAL FILING DATE: Until Filled

The California Energy Commission's Appliances and Existing Buildings Office is looking for a dynamic and highly motivated individual who is interested in helping Californians continue to have energy choices that are affordable, reliable, and environmentally acceptable. If you are looking to work for an organization that encourages creativity and supports a cooperative work environment, look no further. If you have excellent interpersonal, organizational and project management skills as well as excellent written and oral presentation skills, we encourage you to apply.

The Commission is a diverse, family-friendly organization. We are conveniently located at 1516 9th Street. For your convenience, monthly parking is available as well as quick access to Sacramento Rapid Transit (Light Rail).

The full duty statement is available at <http://www.energy.ca.gov/careers/jobs.html>

DUTIES/RESPONSIBILITIES: The Energy Analyst will perform a variety of technical and analytical tasks associated with energy efficiency in support of the appliance efficiency for certification, enforcement, and outreach program activities. Responsibilities include, but are not limited, to the following:

- Assist in designing and evaluating manufacturer and/or appliance surveys; identifying and conducting both case-specific (at times, complaint-driven) and regular, ongoing enforcement activities that may lead to delisting of appliance units, consistent with California, U.S. Department of Energy and/or Federal Trade Commission standards and requirements. Assist in preparing technical analyses, recommendations and reports documenting issues, activities, and progress toward promoting and ensuring appliance energy efficiency regulations, both orally and in writing.
- Assist in responding to requests for assistance, information and necessary action from industry, consumers, government agencies, advocacy groups and others interested in energy efficiency, policy, programs and technologies.

- Under the direction of program lead staff, provide input into developing a list of qualified available appliance test lab contractors. Assist in reviewing the results of store surveys and prepare enforcement letters.
- Contract Management: Assist staff with solicitation development and evaluation of upcoming test lab reports, market survey and/or database programming contracts. Under the direct supervision of the contract manager, the incumbent will help review contract deliverables and invoices.
- Perform other duties as required consistent with the specifications of this classification.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Excellent interpersonal skills and expected to work within a large team environment.
- Ability to communicate complicated information in a simple, consumer-friendly manner.
- Ability to coordinate interdisciplinary projects
- Strong written and verbal communication skills

WORKING CONDITIONS: The work is performed primarily in an office, conference room and hearing room environment. It may require standing and walking, as well as sitting for long periods of time. Some travel is required to attend off-site meetings or participate in conferences, workshops and hearings. Additional hours beyond an eight hour workday or 40-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail, WebEx and Internet browsers.

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Interested applicants must submit a completed Standard State Application (Form STD. 678) to the address listed below. Electronic applications will not be accepted. Training and Development Assignments may be considered. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #410-333 and Position #4100-5837-xxx the explanation section of the STD. 678.**

PLEASE NOTE: *Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.*

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

Jill Ford – RPA# 410-333
1516 Ninth Street, M.S. #3
Sacramento, CA 95814
(916) 653-4521
personnelservices@energy.ca.gov

**California Relay (Telephone) Service for
the Deaf or Hearing-Impaired**
From TDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922